

Volunteer Styleguide - Words, Terms and Names

GSSJC utilizes an internal stylebook, which is a guide in how to spell, format and use terms and words in our Girl Scout vocabulary. This quick guide includes common terms volunteers may use in their word and is not intended to be a comprehensive guide for all style, spelling or grammar questions. GSSJC's Marketing and Communications department also utilizes the Chicago Manual of Style for writing style and merriam-webster.com for the correct spelling of words. Grammar Girl's books and website are a recommended resource for grammar rules and questions. Have a question not answered here? Email communications@sjgs.org.

Adventurefuls™ (Girl Scout Cookie, first reference in a piece gets the ™)	Caramel deLites® (Girl Scout Cookie; first reference in a piece gets the ®)	Girl Scout alumnae (plural, former female members)	Girl Scout Gold Award (la Medalla de Oro de las Girl Scouts, Girl Scouts' highest award since 1980; Gold Award on second reference)
award (no cap, exceptions being the highest awards) ex: Leader in Action (LiA) award ex: Girl Scout Bronze Award	closing ceremony (la ceremonia de clausura) Community (always capitalized when referring to GSSJC Community; lowercase when referring to general community) ex: Bending Bayou Community	Girl Scout Ambassador (grades 11-12, Ambassador second reference, never Ambassador Girl Scout)	Girl Scout handshake (el saludo de las Girl Scouts)
badge (las divisas, no cap) ex: Philanthropist badge ex: Thanks badge	Cookie Program	Girl Scout Bronze Award (Bronze Award second reference)	Girl Scout Junior (grades 4-5, Junior on second reference, never Junior Girl Scout)
Camps GSSJC camps should be referred to by their full name at all times unless an acceptable second reference is noted. Names always remain in English.	council (lowercase except when used as part of a proper noun—e.g., Girl Scouts of San Jacinto Council)	Girl Scout Brownie (grades 2-3, Brownie on second reference, never Brownie Girl Scout)	Girl Scout Law (the Law on second reference)
Camp Agnes Arnold (Camp Arnold on second reference)	day camp (el campamento de día)	Girl Scout Cadette (grades 6-8, Cadette on second reference, never Cadette Girl Scout)	Girl Scout Leader's Day (El Día de la Líder de las Girl Scouts; April 22)
Camp Camwood	Fall Product Program	Girl Scout Center (el Centro de las Girl Scouts, do not use any other terms when referring to 3110 Southwest Freeway)	Girl Scout Leadership Experience (GSLE) (La Experiencia de Liderazgo de Girl Scouts)
Camp Pryor	financial aid (la asistencia financiera)	Girl Scout Cookie(s) (cookie only capped when it immediately follows Girl Scout)	Girl Scout mission (la misión de Girl Scouts)
Camp Robinwood	fly-up ceremony	Girl Scout Cookie Finder app	Girl Scout motto
Camp Whispering Pines	Founder's Day (Founder Juliette Gordon Low's birthday, October 31)	Girl Scout council	Girl Scout Movement (el Movimiento de las Girl Scouts; the Movement on second reference)
Camp Wind-A-Mere	friendship circle	Girl Scout Daisy (grades K-1, Daisy on second reference, never Daisy Girl Scout)	Girl Scout Promise (the Promise on second reference)
Casa Mare	girl-led	Girl Scout Silver Award (la Medalla de Plata de las Girl Scouts; Silver Award on second reference)	
Galveston Bay House	Girl Scout (singular as an adjective, e.g., Girl Scout activities; Scout or Scouts should NEVER be used independently)		
Misty Meadows Ranch			
camp (campamento)			
Caramel Chocolate Chip (Girl Scout Cookie, gluten free)	Girl Scout alumna (singular, former female member)		

Girl Scout troop	Mariners (name for special interest group that sails at Casa Mare)	SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere)
Girl Scout Week (week containing the Girl Scout birthday in March)	multi-level troop nonprofit	Take Action project
Girl Scouting (NEVER use Scouting alone)	not-for-profit	The Girl's Guide to Girl Scouting
Girl Scouts of San Jacinto Council (GSSJC; do not use "the" Girl Scouts of San Jacinto Council)	participation patches (los prendedores de participación) patch (no cap) ex: Fun patch	Thin Mints® (Girl Scout Cookie; first reference in a piece gets the ®)
Girl Scouts of the USA (GSUSA; not the Girl Scouts of the USA, Girl Scouts of the U.S.A., Girl Scouts USA or Girl Scouts of America)	Peanut Butter Patties® (Girl Scout Cookie; first reference in a piece gets the ®)	Toast-Yay!™ (Girl Scout Cookie; first reference in a piece gets the ™)
Gold Award Girl Scout (not Gold Award recipient, winner, etc.)	Peanut Butter Sandwiches (Girl Scout Cookie)	Trefoil
<i>The Golden Link</i> (GSSJC's member magazine, always italicized)	Program Aide (la ayudante del programa)	troop (la tropa; lowercase except when used as part of a proper noun, such as Girl Scout Daisy Troop 10067, Brownie Troop 564; also Girl Scout troop)
Goodykoontz Museum of Girl Scout History	Program Place for Girls (Program Place on second reference only, always use in English)	Volunteer Appreciation Week (the week that includes April 22)
Green Starlettes (GSSJC's drill team)	Region (always capitalized when referring to a GSSJC Region)	Volunteer Essentials
highest awards (refers to Bronze, Silver and Gold Awards as a group)	resident camp (campamento de residencia)	Volunteer Toolkit (VTK on second reference)
Journey(s) (always capped in relation to Girl Scouting) ex: Girl Scout Brownie Journey ex: Leadership Journey	s'mores Safety Activity Checkpoints	World Association of Girl Guides and Girl Scouts (WAGGGS)
Juliette Gordon Low (founder of Girl Scouts)	Shortbread (Girl Scout Cookie)	World Centers (Our Cabaña, Our Chalet, Pax Lodge, Sangam)
leader (las lideres; refers to a troop leader; preferred GSUSA term is volunteer)	SPURS (Super People Using Riding Skills; name for equitation special interest group that meets at Misty Meadows Ranch)	World Thinking Day (February 22)
Lemonades™ (Girl Scout Cookie; first reference in a piece gets the ™)	STARS (Scouts Trained as Riding Staff; name for equitation special interest group that meets at Camp Pryor)	
lifetime member		